**CITS3200 - Team J - Mentor Meeting 2 - 13/09/2018 16:50-17:42**

Attendees:

* Josh
* Jason
* Roy
* James
* Augustin
* Henry (Skype)

Agenda:

* Asking Daniel technical questions.
* Sprint planning
* How do you do your user stories?
* Who should we be talking to make sure the project is not left a side (discarded without implementation?

Meeting Notes:

* Scope creep, stakeholder mapping, getting the clients opinion on things.
* Dura tool for planning, Sprints, backlogs, ISS. Things to do, things in progress, things verify, and things done.
* Daniel: they do a retrospective at the end of every two weeks.
* If there is a spill over on the sprint it is reassigned to the next sprint.
* Poor task management for our team at this stage, hopefully we can use this system in our group.
* Josh: How do you align your task to your user stories? Dura task management and epics.
* Daniel: Brake done the task into key functional areas and they are epics for us.
* Daniel: showing us how his company’s website works and what format they do their jobs in.
* Daniel: the team will wright a story in a high level requirement from a low level and then the developers will be able to understand the requirement and have a test case.
* Test cases are documented and the description and expected results are recorded.
* Daniel: for his project he has three hoops to jump through FAT, INT, UAT, TRIAL. Software development work, integration, user acceptance test, and trials.
* The client usually is trying to get us to make something out of nothing, how do we approach this?.
* Daniel: that is a tricky thing, an early demo is the best thing to do.
* Potentially show it to some other users to see if other faculties like the system to.
* Josh: I’ll email the end user to see if we can speak to other faculties.

Gus Please add your note as well thanks

**Sure thing, here’s mine:**

Project management tools: **guara**?

Matrix to prove requirements have been met. No automation, manually done.

Testing Method: (FORGOT the actual name of the software they were using, i did see a HP service LOGO)...

|  |  |  |
| --- | --- | --- |
| Step Number | Description | Expected |
|  |  |  |

Must be written in detail for someone assumed to not know what your system is beforehand (as if we’ve hired an independent testing team).

Development process:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FAT | -> | Integration | -> | UAT (user acceptance testing) | Trial |
| Sell off requirements at the high level, test infrastructure. | Bug fixes in between fat and integration. | validation and testing run by customer, we’re there to support. | Rework and retest in between. | deliver final version which customer employs on their infrastructure. Sell off here, we’re finished here, we get an acceptance of the solution. | a period of time for them to encounter bugs and get our support. |

Organise user workshops with the customer, give them storyboards and wireframes. Demonstration of the solution on the “big screens” - to show a good portion of the functionality. Iterative visibility with the customer is important. Get feedback, even if it’s minor UI tweaks. Best case they are happy and have no problems with the progress; don’t get from FAT to UAT then involve them, it’ll be too late.

Josh: “What can we do now and 5 weeks from now that will avoid the client NOT USING it, but also HOW TO approach other faculties. (not even sure if it’s our responsibility to contact the other faculties as they’re not our clients).”

Daniel Postle: “Contact someone who will be using the system, so get proper feedback from them, avoid client representing the user and making inaccurate requirements. Say: ‘We’d like to show other users, can you contact them for us?’ ” (important to consider if it’s important to the implementation of the project).

Josh: “Doing a retrospective at the end of this sprint, proper planning session for sprint 3.”

Daniel: “identify your real stakeholders not just the client, get some contacts and try to increase the ‘buy-in.’ ”